

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
AN OPEN COMPETITIVE EXAMINATION  
A NON-REFUNDABLE \$15.00 FEE IS REQUIRED**

**Exam Title: Junior Accountant**

**Exam #: 66404**

**Last Date for Filing: December 11, 2012**

*(Applications must be submitted or postmarked by the last date for filing.)*

**Date of Examination: January 12, 2013**

**Job Title: Junior Accountant, City of Troy, Grade 18, Salary \$45,212 - \$66,473**

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy

**DUTIES OF THE POSITION:** *(Illustrative only)*

- Reviews a variety of financial documents and distributes items into appropriate accounts according to prescribed procedures and policies;
- Oversees the receiving and accounting for large amounts of money in payment of a variety of bills, taxes and related obligations;
- Maintains subsidiary ledgers of assets, liabilities, capital projects, and special funds;
- Prepares trial balances and financial statements;
- Reviews "Payment in Lieu of Tax Agreement" to determine the annual obligation of each business concern and advises such business accordingly;
- Oversees and monitors "Payment in Lieu of Tax Agreement" accounts by computing amount due; bills, collects, deposits and records payments to the appropriate account and budget code;
- Reviews and maintains guidelines necessary to ensure conformance with Federal Forfeiture funds guidelines;
- Audits the revenue received and deposited into the Trust and Agency account and the funds transferred into the General Fund account;
- Performs general accounting duties such as making journal entries, taking trial balances and reconciling bank accounts; prepares financial and statistical reports;
- Performs preliminary work necessary for the development or refinement of accounting systems;
- Pre-audits accounts to ensure proper expenditure control;
- Advises subordinates as to proper account keeping practices;
- Conducts correspondence in connection with financial matters;
- Operates fiscal related equipment to include: calculator, computer, etc.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the examination:

- A) Graduation from a regionally or NYS accredited College or University with a Bachelor's Degree in Accounting, or a related field provided the candidate has successfully completed at least 18 credit hours in accounting; **OR**
- B) Graduation from a regionally or NYS accredited College or University with an Associate's Degree in Accounting **and** two (2) years of experience in accounting; **OR**
- C) Successful completion of at least 60 college credits at a regionally or NYS accredited College or University which includes at least 18 credit hours in accounting, **and** two (2) years of experience in accounting.

**ANTICIPATED ELIGIBILITY:** If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

THE USE OF CALCULATORS IS **RECOMMENDED** FOR THIS EXAMINATION

**NOTICE TO CANDIDATES:** Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited

This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written exam will test for knowledge, skills and/or abilities in such areas as:

**1. General accounting-** These questions test for knowledge of the general accounting principles and practices used in the preparation of financial statements, in the recording and reporting of financial transactions, and in financial decision-making. Candidates will be required to demonstrate a current knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of computerized information systems as it applies to accounting may be required.

**2. General auditing-** These questions test for knowledge of the principles and procedures involved in substantiating and examining transactions and financial statements. It will require a knowledge of auditing techniques and Generally Accepted Auditing Standards (GAAS). Knowledge of the use of computerized accounting or auditing systems as it pertains to auditing may be required. Questions relating to internal controls applicable to manual and computerized accounting systems may be included.

**3. Preparing written material-** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose

the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**4. Understanding and interpreting tabular material-** These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test.

**The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)**

**VETERANS** or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

**APPLICATION FEE:** A **\$15.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail.

If mailing the application, send check or money order, payable to the Troy Civil Service commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

**Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. An incomplete application may be disapproved.** Applications are available on line at [www.troyny.gov](http://www.troyny.gov) or at the Civil Service Commission Office, Troy City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. **All claims for application fee waiver are subject to verification. Complete a "Request for Application Fee Waiver and Certification" form and submit it with your application.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY or online at [www.troyny.gov](http://www.troyny.gov) .

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

**RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

**CROSS FILER STATEMENT:** Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

**If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam.** When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your examination.

**ALTERNATE TEST DATE POLICY:** The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date.

Note- for situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW.

AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.

**To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.**

**THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.** Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.